

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Nuclear Regulatory Commission

2. MAJOR SUBDIVISION
Office of Inspector and Auditor

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Robert Wade

5. TEL. EXT.

492-8540

LEAVE BLANK

JOB NO

NCI-431-84-5

DATE RECEIVED

5-9-84

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4/3/88
Date

[Signature]
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1/23/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Brenda Jo. Shelton,	E. TITLE Acting Chief, Document Management Branch Division of Technical Information & Document Control, ADM
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This schedule covers textual records of the Nuclear Regulatory Commission. This schedule is a complete revision to Part 6, NRC Schedule II, NUREG-0910 "Records of the Office of Inspector and Auditor."</p> <p>Part 6, NRC Schedule II, NUREG-0910, Revision 1, published in 1983 provides disposition instructions for certain records within the Office of Inspector and Auditor (OIA). Since the original processing of the schedule, the mission of OIA has been modified so that the focus of OIA efforts is now internal. Accordingly, listed below is a revision of Part 6, NRC Schedule II, which reflects the current status of OIA activity and the disposition of OIA Investigative Files for your review and approval.</p> <p align="center">NRC Schedule II <u>Records of the Commission</u></p> <p><u>Item No. Description of Records Authorized Disposition</u></p> <p><u>Part 6. Records of the Office of Inspector and Auditor</u></p> <p>The Office of Inspector and Auditor (OIA) conducts investigations and inspections to ascertain and verify the integrity of internal NRC operations; investigates</p>		<p align="right"><i>4 items</i></p>

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	allegations of NRC employee or contractor misconduct; equal employment opportunity and civil rights complaints; develops policies and standards governing the Commission's financial and management audit program, and administers Commission's day-to-day audit activities; serves as point of contact with the GAO on matters affecting NRC's financial and management audit function; makes such reports to the Commission as necessary to keep the Commission fully informed on its financial management responsibilities, and on the results of investigations and inspections, hears individual employee concerns regarding NRC operations and activities; refers criminal matters to the Department of Justice (DOJ) and maintains liaison with DOJ and other law enforcement agencies concerning NRC employee and contractor misconduct.		
	1. <u>Audit and Inspection Files</u> Case files of internal audits and inspections and special projects of an audit or inspection nature initiated by OIA or requested by NRC management covering all aspects of agency		
	Hold closed cases in office one year after closing, then transfer to WNRC. Destroy five years after cases are closed.		

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	operations both financial and programmatic. Included are audit and inspection reports and related records.			
2.	<u>Investigative Files</u> Case files containing reports and related records on investigations of irregularities, the integrity of internal NRC operations, employee or NRC contractor misconduct, EEO and civil rights complaints, tort and personal property loss claims, and possible criminal activities involving NRC employees or contractors. Also included are special investigations done at the request of NRC management officials. Prior to October 1, 1983, also includes investigations conducted by Office of Inspection and		NCI-431-81-5, NRC Schedule 11/6, item 2	

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	Enforcement and the Office of Investigations which were forwarded for review to determine whether referral to DOJ was appropriate.		
	a) EEO Cases.		
	See GRS 1, Item 26 for authorized disposition.		
	b) Cases relating to NRC employees or contractors determined by NRC or NARS to have exceptional value because of the highly significant nature of their contents or their uniqueness. <i>See NRC schedule 1/3, item 5a for criteria.</i>		
	<i>PERMANENT offer to NARS 10 years after closing the investigation, if not accepted by NARS destroy.</i>		
	<i>Volume: approximately 10 Ft. Annual accumulation: approximately 2 Ft.</i>		
	c) Other cases.		
	<i>Hold in office two years after closing, then retire to WNRC. Destroy .5 years after cases are closed.</i>		